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**CIA ARCHIVES AND RECORDS CENTER**

3 January 1964

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FOR :

SUBJECT: Reply to Questions Posed on 31 December 1963

"How can money and manpower be saved in the CIA Archives and Records Center?"

"How can money and manpower be saved or better utilized

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1. There are no immediate changes that can be made in the operation of the CIA Archives and Records Center that would result in a saving of money or manpower

2. The Archives and Records Center has had a constant increase in workload, there was 100% increase from FY 1960 thru FY 1963. This workload was absorbed without an increase in T/O; however, it has been necessary to use part-time contract employees and summer help. To accomplish this even with the part-time help, it has been necessary to have a constant review of all procedures and operations. This review will continue and additional improvements will be made whenever possible.

3. The entire operation of the CIA Archives and Records Center is to service CIA and the Intelligence Community. Any reduction in personnel would result in a reduction in service and, thereby, jeopardize the mission of CIA. The present staff of the Archives and Records Center is performing at peak efficiency (attached for your review is a comparison of production standards). During fiscal 1963 the staff completed more than double the number of actions completed by GSA which is the Federal Agency that sets the standards in the field of Records Administration.

4. I do not know enough about the internal operations of the other components to make any recommendations.

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Attachment  
As Above

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification